

AIR AGR VACANCY ANNOUNCEMENT

**IDAHO NATIONAL GUARD
HUMAN RESOURCE OFFICE
4794 GEN MANNING AVE., BLDG 442
BOISE, IDAHO 83705-8112**

IDAHO AIR NATIONAL GUARD ACTIVE GUARD/RESERVE (AGR) VACANCY

<http://inghro.idaho.gov>

ANNOUNCEMENT NUMBER: 16-65

OPENING DATE: 06 MAY 2016

CLOSING DATE: 20 JUNE 2016

*****APPLICATIONS MUST BE RECEIVED NLT 1600 HOURS ON THE CLOSING DATE*****

POSITION: CONTRACT SPECIALIST

UNIT/LOCATION: 124 MSG – BOISE, IDAHO

AREA OF CONSIDERATION: ANYONE ELIGIBLE FOR MEMBERSHIP IN THE IDANG WITH A MINIMUM DAWIA LEVEL I CERTIFICATION AND AT LEAST 24 SEMESTER HOURS IN ANY COMBINATION OF THE FOLLOWING STUDIES: ACCOUNTING, BUSINESS, FINANCE, LAW, CONTRACTS, PURCHASING, ECONOMICS, INDUSTRIAL MANAGEMENT, MARKETING, QUANTITATIVE METHODS, OR ORGANIZATION AND MANAGEMENT.

MILITARY REQUIREMENTS: 6C071

SALARY RANGE: PAY AND ALLOWANCE COMMENSURATE WITH MILITARY GRADE

MAXIMUM EUMD-A (CIVILIAN MANNING DOCUMENT) GRADE: E-6 (TSGT)

AGR ELIGIBILITY REQUIREMENTS:

1. Applicant must become a member of the Idaho Air National Guard (IDANG) before entering the AGR program.
2. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096 Classification/On-The-Job Training Action: "I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 must be accomplished before the orders are published.
3. AGR Airmen are subject to the provisions of AFI 36-2905, Fitness Program. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
4. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.
5. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.

6. Individuals selected for AGR tours must be able to complete 20 years active Federal service prior to Mandatory Separation Date (MSD) for officers, or age sixty for enlisted. Exceptions to this policy may be considered for a waiver as approved by The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding IAW ANGI 36-101, Attachment 3.

7. Applicant must not have been previously separated for cause from active duty or a previous AGR tour.

8. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

9. Enlisted AGRs are not entitled to bonus incentives IAW ANGI 36-2607, Air National Guard Retention Program and Fiscal Year (FY) ANG Incentive Program - Operational Guidance. Exceptions are outlined in the FY Operational Guidance. If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 422-5393, for clarification of possible loss or recoupment of bonus.

10. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW Para 2.23.1 of ANGI 36-2101 per NGB/AIP LOG# 10-026

HOW TO APPLY:

If any required documentation is not included in your packet, you will not be considered for this position. If you do not have a specific document or do not know what is being requested, please call (208) 422-3344

Applications will not be accepted in binders or document protectors. All applicants must submit the following documents which are mandatory for evaluation:

1. SUBMIT A **COMPLETED AND SIGNED** NGB FORM 34-1, APPLICATION FOR ACTIVE GUARD RESERVE (AGR) POSITION.

2. INCLUDE A **PERSONNEL (RECORDS REVIEW) RIP** (AVAILABLE ON vMPF).

3. SUBMIT CURRENT COPY OF ANG **POINT CREDIT SUMMARY (PCARS)** - AVAILABLE ON VMPF). **NOT REQUIRED FOR CURRENT IDANG AGRS.**

4. SUBMIT ANY **DD FORM 214s**, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY. **NOT REQUIRED FOR CURRENT IDANG AGRS.**

5. CURRENT **MEMORANDUM** STATING NON-ELIGIBILITY FOR A FEDERAL RETIREMENT ANNUITY. THIS MEMORANDUM IS A DOCUMENT THE MEMBER WRITES REGARDING THEIR ELIGIBILITY.

6. SUBMIT **CURRENT** AND MOST RECENT **REPORT OF INDIVIDUAL FITNESS** FROM THE AIR FORCE FITNESS MANAGEMENT SYSTEM (AFFMS).

7. PROVIDE DAWIA CERTIFICATE DEMONSTRATING LEVEL OF CERTIFICATION. THE FEDERAL ACQUISITION CERTIFICATION IS NOT COMPARABLE AND WILL NOT BE CONSIDERED.

8. **STATEMENT** EXPLAINING THE OMISSION OF ANY OF THE ABOVE DOCUMENTS NOT SUBMITTED WITH APPLICATION.

9. SUBMIT A **PROFESSIONAL RESUME** OUTLINING YOUR EDUCATION, EXPERIENCE AND SKILLS.

10. **RETAIN** A COPY OF YOUR APPLICATION FOR YOUR PERSONAL RECORDS.

11. **FORWARD** applications to the address listed at the top of the job announcement. Applications must contain an original signature and be delivered or mailed at your own expense. Electronic submissions are not accepted at this time except in instances approved by Air AGR Manager.

APPLICATION PACKAGES

An individual must meet the requirements of the Area of Consideration. Then, the only application packages that will be forwarded to the selecting supervisor are those of individuals who possess the required AFSC at the 3-, 5-, or 7-level, depending

on grade, and all current IDANG AGR's eligible for retraining. If there are no applicants with the required AFSC or the selecting supervisor determines the applications received do not meet their approval/requirements, the application packages of other applicants may be requested from HRO.

DUTIES AND RESPONSIBILITIES:

2.1. Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, justifications, and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Analyzes statistical data pertinent to contracting functions. Ensures contractors comply with bonding, insurance, and tax requirements as applicable. Supports studies pursuant to competitive sourcing.

2.2. Performs market research. Reviews requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviews proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types. Maximizes use of commercial items and practices. Interprets and explains government procedures and regulations.

2.3. Determines applicability of contract clauses and special provisions. Prepares solicitations, solicits proposals for commodities, services, and construction requirements. Ensures solicitations are publicly advertised as appropriate. Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions. Obtains and evaluates past performance information. Determines contractor responsibility. Evaluates responsiveness of bids and offers. Prepares and conducts negotiations. Prepares bid abstracts. Amends and cancels solicitations. Rejects bids. Reviews and evaluates bids or offers. Recommends contract award. Mediates protests.

2.4. Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel. Assesses contractor compliance and determines appropriate actions. Resolves claims, disputes, and appeals. Terminates contracts and administers termination settlements.

2.5. Provides contingency contracting support at stateside or deployed locations in support of joint U. S. and allied forces. Develops and manages contingency contracting program plans.

2.6. Evaluates methods and procedures used in purchasing commodities, services, and construction. Ensures contractors adherence to delivery schedules and prices. Prepares and presents evaluation in the form of correspondence and briefings. Participates in the unit self-inspection program.

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RODNEY W. ELSON, CMSgt, IDANG
Air AGR Manager